

How to Sign Up for an eDMR/ePermitting Login ID and Password:

Environment: Production

1. Go to the following link: <https://apps.dep.wv.gov/eplogin.cfm> which will take you to the home page of the production environment of the WVDEP Electronic Submission system.
 - Select “Sign Up.”

The screenshot shows the WVDEP ePermitting website in a Windows Internet Explorer browser. The page header includes the WVDEP logo and navigation links. The main content area is titled "Electronic Permitting" and features a "News" section with a table of updates. A sidebar on the right contains a "Sign Up" button highlighted with a red arrow, along with other links like "Log on", "Tour", "FAQ", etc.

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Electronic Permitting

News:
The following ePermitting application types are now available:

Released	Office	Application
01/09/2009	---	SERVICE OUTAGE NOTICE Due to hardware maintenance, the ePermitting system may be unavailable for up to two hours sometime between 6:00 p.m. Friday 1/9/2009 and 9:00 p.m. Sunday 1/11/2009.
01/05/2009	Division of Mining and Reclamation	Special Note for OMR and HPU applications: The requirement that Water and Bore Log data be supplied electronically through EQUIS has been suspended for all applications started before April 1, 2009. Please attach the appropriate summary sheets to their respective sections on the electronic application.
01/03/2009	---	SERVICE OUTAGE NOTICE The ePermitting system will be unavailable from 9:00am for a few hours this morning for maintenance.

Electronic permitting (ePermitting) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper application counterparts.

The only technical requirements are an Internet connection, an email account, and Microsoft's Internet Explorer (Version 4.0 or later)

NOTE: You do not have to be signed up to access the Public Query.

- If you have never signed up for a log in and password, do so now by clicking [here](#) or the 'Sign Up' button.
- Once your information has been verified, an account will be set up for you in the system.

ePermitting

- Log on
- Sign Up

Information

- Tour
- FAQ
- Maps
- eMaps
- Geologic
- Hydrologic
- Overview
- Payment
- eSignatures
- Security

The “Welcome To The Registration Process” page is displayed:

- Select “No” in the “Do you already have a user login:” dropdown.
- Then press the “Continue” button.



 **user login request**

August 15, 2008

Welcome To The Registration Process

NOTE: You do not have to be signed up to access the Public Query.

The registration process gives you the user the ability to gain access to the program of your choice. Whether you are a current user wanting to gain access to another program or a new user to the system, just answer the questions for registration.

If you have never registered for a user login before, then answer no to the question below. If you currently have a user login with the West Virginia Department of Environmental Protection, then answer yes.

Click continue when complete.

Do you already have a user login:

3. Fill out the registration information page:

- Please note:
 - The Last Name is first.
 - Make for certain that you key your email address correctly so you can receive you Login ID and Password
 - The Secret Question and Secret Answer can be used if you forget your password.
- Press “Continue” when you are sure the information is correct.



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Begin The Registration Process

NOTE: You do not have to be signed up to access the Public Query.

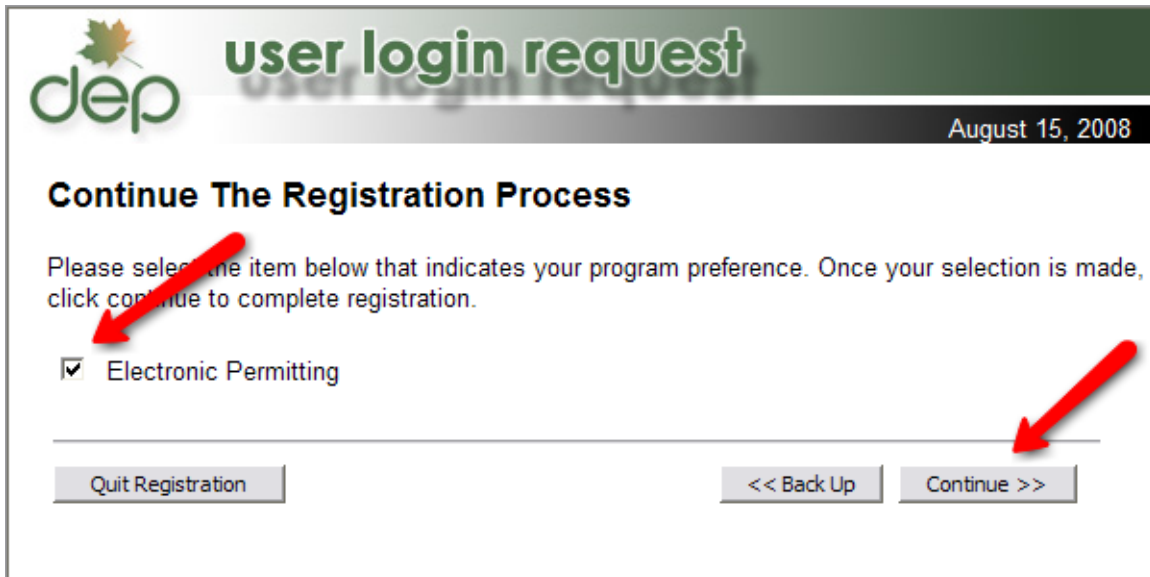
Not a registered user yet? Just provide us with the following information in the form below.

Click continue when complete.

Last Name:	<input type="text" value="Consultantsen"/>
First Name:	<input type="text" value="Mary"/>
Agency/Organization:	<input type="text" value="Consultants to the Stars"/>
Address:	<input type="text" value="123 Magic Lane"/> <input type="text"/>
City:	<input type="text" value="Charleston"/>
State:	<input type="text" value="West Virginia"/>
Zip Code:	<input type="text" value="25301"/> - <input type="text" value="1234"/>
Telephone:	<input type="text" value="304"/> <input type="text" value="123"/> <input type="text" value="4567"/>
Email Address:	<input type="text" value="mconsultantsen@stars.net"/>
Which Application Types will you be preparing initially?	<input type="text" value="eDMR"/> <input type="text"/>
Secret Question:	<input type="text" value="What is the name of your first dog?"/>
Secret Answer:	<input type="text" value="Fido"/>

4. Finish Registration:

- Check the “Electronic Permitting” checkbox.
- Press the “Continue” button.



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Continue The Registration Process

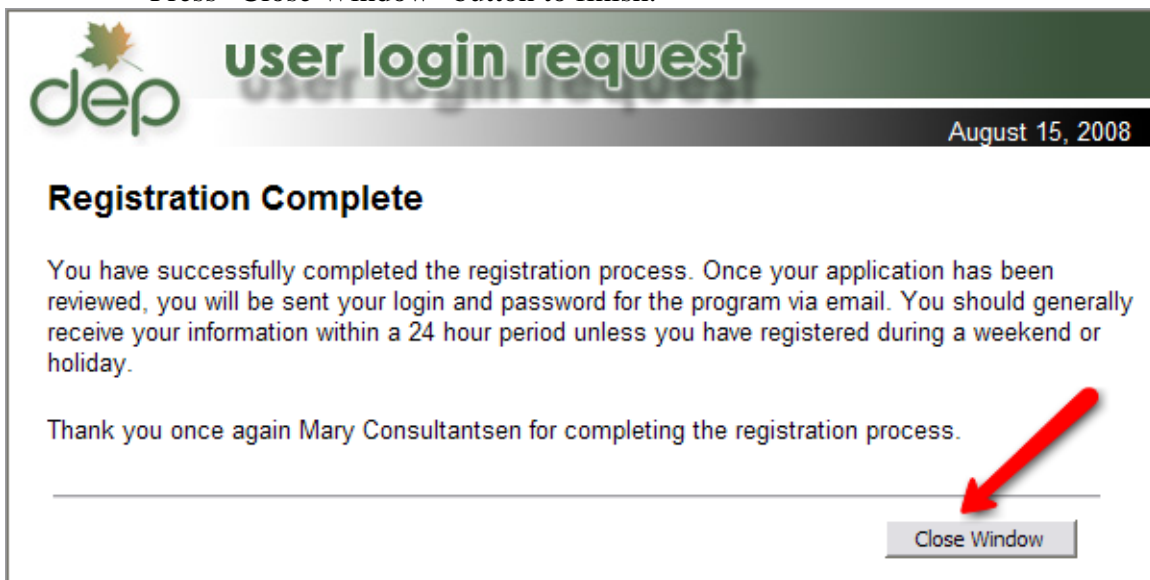
Please select the item below that indicates your program preference. Once your selection is made, click continue to complete registration.

☒ Electronic Permitting

[Quit Registration](#) [<< Back Up](#) [Continue >>](#)

5. Registration Complete page:

- Press “Close Window” button to finish.



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Registration Complete

You have successfully completed the registration process. Once your application has been reviewed, you will be sent your login and password for the program via email. You should generally receive your information within a 24 hour period unless you have registered during a weekend or holiday.

Thank you once again Mary Consultantsen for completing the registration process.

[Close Window](#)

6. Confirmation eMail:

- You may be contacted by a DEP employee for further information.
- You will get a confirmation email when your Login ID and Password are set up – this may take 24 hours.

7. Logging in to the system:

- Once you receive the confirmation email that your account has been successfully set up, you can now login to the system through the following link: <https://apps.dep.wv.gov/eplogin.cfm>
- This time, select the last “Log on” link to login to the system.

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Search DEP: Go

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